

**FOCUS SCHOOL – SAMPLE RTI IMPLEMENTATION PLAN**  
**YEAR 1**

Activities	Action Steps	Persons responsible	Deadline/Timelines	Outcomes
Determine what additional district and school resources will be needed to support RtI implementation	Determine what additional funding is available to provide additional support for RtI implementation in the school	District staff, principal	August 2012	Funding and other resources set-aside for Focus School
	Determine types of support to offer (instructional coaching, PD, materials, etc.)	District staff, principal	August 2012	Specific resources put in place
	Share plan with school staff	Principal, Leadership team, all staff	August 2012	Staff understands resources available for plan implementation
	Revisit resources planning bi-monthly to make changes as needed	Districts staff, principal	Ongoing – bi-monthly	Changes to resources as needed
Share information with school and community about Focus School identification	Share meaning of Focus School identification with all staff	Principal, District staff	August 30, 2012	Presentations, feedback, questions
	Share RtI Overview and DPI requirements with staff	Principal, District staff	August 30, 2012	
	Present information on Focus School identification to parents and community members	Principal, Leadership team, District staff	September 12, 2012	
	Present Focus School plan to School Board	Principal, Leadership team	September 2012	

Revisit leadership team roles and responsibilities	Ensure appropriate staff representation for RtI focus	Principal, Leadership team, District staff	September 2012	Team includes reading and math teacher leaders, ELL teacher, SWD teacher, others as appropriate
	Define roles and responsibilities for team and each team member	Principal and Leadership team		All team members understand roles and responsibilities
	Identify staff member to serve as primary Indistar facilitator	Principal		Team includes one person familiar with action plan who is responsible for entering data promptly in Indistar
	Ensure appropriate amount of meeting/collaboration time to implement RtI action plans and Focus School requirements	Principal and Leadership team		School day and school year calendar with extended/ additional times to collaborate as necessary
	Locate additional resources or PD as needed to ensure climate and culture are in place to implement RtI	Principal and Leadership team, RtI Center, assigned DPI Consultant		Calendar of PD events to support climate of collaboration to improve student achievement
Enhance skills for systems change work	Attend systems change training <i>(required event)</i>	Principal, RtI Center	Ongoing: six sessions throughout 2012-13 school year	Principal will have coaching strategies and skills to support RtI implementation
	District, principal, and leadership team discuss implementation of systems change strategies; impact on teachers and staff	Principal, district staff, leadership team	Ongoing, revisit system change work at least bi-monthly	Plan with roles and responsibilities for implementing systems change work; updated periodically
	Share systems change concept and plan for implementation with all staff	Principal, leadership team	Ongoing	Staff discussions of systems change practices; mid-point corrections if necessary

Understand RtI and complete self-assessment	Attend Foundational Overview Training <i>(required event)</i>	Principal and Leadership team, RtI Center	October 16-17, 2012	Team attends training and completes SIR, begins creating action plan
	Complete action plan	Principal and Leadership Team	October 22-26, 2012	Have complete action plan integrated with Schoolwide plan and School improvement plan
	Share training information with all school staff	Leadership team	October 30, 2012	All staff understands Foundational Overview Training content
	Share SIR results and action plan to address needs	Leadership team	October 30, 2012	All staff understands SIR results and action plan
Leadership team develops calendar of times, professional development, and staff collaboration time to share with staff	Match school calendar with action plan calendar	Leadership team	November 2012	Calendar of events
	Determine what additional data (and analysis), if any, should inform action plan	Leadership team	November 2012	Additional data; revised action plan
	Locate additional resources or PD as needed to complete action plan	Leadership team and district staff	December 2012	Scheduled PD, resources for materials, etc.
	Revisit RtI action plan and calendar of events with all school staff	Leadership team and all staff	December 2012	All staff understands RtI action plan and related events/PD, etc.
Learn to use Indistar for monitoring plan implementation	Attend Indistar training <i>(required event)</i>	Indistar facilitator and one additional Leadership team member	January 2013 (exact date TBD)	Leadership team understands Indistar and monitoring requirements
	Share Indistar information with leadership team	Principal and Indistar facilitator and Leadership team		
	Set up calendar/designate time for inputting information into Indistar	Principal and Indistar facilitator and Leadership team		Designated time/calendar dates set aside for Indistar input

Increase high-quality instruction and assessment	Attend content specific CCSS training (required event)	Teacher leaders, DPI staff	February or March 2013	Teacher leaders have strong understanding of Common Core Standards aligned-instruction and gain tools for classroom implementation and assessment of CCSS
	Teachers share knowledge, information, and action plan from trainings with all staff	All staff	March 2013	All staff understand expectations and instructional practices related to high-quality instruction and assessment
	Leadership team and staff determine what, if any, additional supports (coaching, mentoring, PD, etc.) teachers or teams of teachers need to fully implement CCSS in content-specific areas	Leadership team, staff Other PD sources as needed	March 2013	Staff and leadership team develop plan for addressing additional instructional needs
	Staff (or staff teams) participate in additional supports/coaching	Staff Other supports, TBD	March-June 2013	All staff provide high-quality instructional opportunities for all students
Improve implementation of RtI systems; Network with other Focus Schools	Attend two Focus Schools Networking meeting (required event)	Principal, subset of Leadership team	Spring 2013	Share and implement best practices in RtI implementation
	Share information with Leadership team; modify plans, as necessary, to implement effective practices	Principal, subset of Leadership team		
	Share information with all staff	Principal, Leadership team		

Share progress toward meeting exit criteria	Share progress toward meeting exit criteria with DPI staff via Indistar and phone conferences ( <i>required event</i> )	Focus Schools, DPI Title I Team	September 2012, October 2012, January 2013, March 2013, and May 2013	Staff and leadership team will understand progress made and next steps toward meeting exit criteria
	Develop next steps in implementation of plan for meeting exit criteria	Principal, Leadership Team		
	Share progress toward meeting exit criteria with staff and district	Principal, Leadership Team		
Visit Demo Sites/Spotlight Schools	Coordinate visits to RtI Demo Sites/Spotlight schools	Principal, Leadership team, staff	2012-2013 school year	Receive support, strengthen leadership, increase high-quality instruction
	Share information and best practices with all staff			
	Develop plan to implement demo site/Spotlight School best practices			

\*Note: additional professional development will be added as a result of the Action Plan